

RESIDENTIAL PERMIT PARKING POLICY & PROCEDURES

1. Residents of each dwelling (house or apartment) located directly adjacent to City of Indianapolis right of way affected by a Board of Public Works resolution establishing residential permit parking may request such a permit upon an application provided by the Department of Code Enforcement. Such applications will require the following documentation:
 2. **Verification of current residence** – Valid Indiana operator’s license, or a current picture ID with indicia of current address, i.e. utility bill, check stub, or similar document generated within 30 days of request.
 3. **Verification of current Indiana vehicle registration** – Vehicle must be registered to address receiving parking permit. If vehicle is registered to a company, you must provide a letter on company letterhead stating that vehicle is a company vehicle and said letter must be signed by a company supervisor. If vehicle is not registered to the approved address, you must provide the copy of the registration along with 2 forms of i.d. reflecting the approved address (i.e. utility bill, lease, check stub or similar document).
 4. **Telephone number** – You must provide a valid telephone number on the application.
 5. Each property address is allowed **1 visitor pass** per year, but may request up to two (2) visitor passes. Residential stickers and visitor passes **must be applied for each year**. You must re-submit all of the proper documentation in order to obtain the year’s new residential parking sticker and visitor’s pass.
 6. Affected residents have the responsibility to notify the Department of Code Enforcement of any changes to the above ‘verification’ information within thirty (30) days of its occurrence.
- * **You may request an additional visitor’s pass, however, permit staff reserves the right to limit stickers and visitor passes on case by case basis.**

You can also find a copy of the application on our website at: www.indy.gov/dce



CITY OF INDIANAPOLIS
DEPARTMENT OF CODE ENFORCEMENT
RESIDENTIAL PERMIT PARKING APPLICATION

In accordance with and pursuant to the City of Indianapolis, Department of Code Enforcement, I _____, the undersigned, being the property owner/leasee of:
(PRINT FULL NAME CLEARLY)

Address: _____

City/St/Zip: _____

Phone: _____

Which is located within a designated residential permit parking zone, do hereby apply for and register with the Department of Code Enforcement for parking sticker(s) and visitor placard for the above address.

Vehicle License Plate #	Vehicle Year/Make/Model	Sticker # (office use only)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby affirm that this information is accurate and correct and I knowingly agree to the terms and conditions of the issuance of the above sticker(s).

(Signature of applicant)

(Date)

Please notify the Right-of-Way Permits Section at (317) 327-8583 of any changes to the above information as they occur. Please note that you must obtain new parking stickers and visitor passes each year, and vehicle information must be updated as well. Each property address is allowed **1 visitor pass** per year, but may request up to two (2) visitor passes.